

U.S. Department of Labor

**Employment and Training Administration
The Curtis Center, Suite 815 East
170 S. Independence Mall West
Philadelphia, PA 19106-3315
(215) 861-5500 Fax: (215) 861-5520**



Reply to the Attention of: II OYS/JC

May 27, 2004

REGION 2 PRH SUPPLEMENT #

5.1R4A

TO: ALL REGION II JOB CORPS CENTER DIRECTORS
ALL REGION II JOB CORPS OA/CTS DIRECTORS
ALL REGION II JOB CORPS CIVILIAN CONSERVATION
CENTER DIRECTORS THROUGH AGENCY PARTNERS
ALL REGION II JOB CORPS CONTRACTORS

SUBJECT: SUBMISSION OF PY 04 ANNUAL WORK PLAN

1. **PURPOSE:** Outline the requirements and due date for submission of Center, O/A and CTS Directors Annual Work Plan for PY 04.
2. **BACKGROUND:** In May 2004, Directors were asked to develop an Annual Work Plan based on the goals developed in concert with the National Office and incorporated in the Regional Annual Work Plan. Time to begin the process was allocated during our CD/OA/CTS & Wellness Conference on May 19, 2004. The four Goals that are reflected on the Regional Annual Work Plan should be addressed in this document. Directors were informed that they would receive a format to report their plan no later than May 28, 2004. Attached to this supplement is the reporting format that each Director should use to submit their plans. Therefore, each Director will be required to submit their report to the region.
3. **ACTION:** a. Effective immediately, Center, O/A, and CTS Directors will develop and record the strategies they will use to insure that they contribute to the attainment of the National goals. The plan will be formatted using the attached strategy sheet document. Each plan should list the Center, O/A, or CTS project's top three or four strategies to attain or help attain each of the four regional goals. The four regional goals to be addressed are; **1) Improve education and training attainment, 2) Increase long-term attachment to the workforce, 3) Increase graduate wage earnings and 4) Increase student retention.** Project/Center Directors will submit their report to the regional office for review and comment, no later than June 25, 2004.
4. **INQUIRIES:** Questions regarding this PRH Supplement should be directed to your Government Authorized Representative.

**LYNN INTREPIDI
REGIONAL DIRECTOR
OFFICE OF JOB CORPS**

CENTER/OA/CTS: _____

CONTRACTOR: _____

SUBMITTED BY: _____

GOAL	STRATEGIES	PERSON(S) RESPONSIBLE	TARGETED COMPLETION	ACTUAL COMPLETION
1) Improve education and training				
2) Increase long-term attachment to the workforce				
3) Increase graduate wage earnings				
4) Increase student retention				